

YOUTH GLOSSARY OF TERMS AND DEFINITIONS

Achievement Objective – Describes measurable planned action (services and training) necessary to accomplish or assist in accomplishing a goal(s). (WIA §129(c) (B))

Adult Basic Education (ABE) – Training that will enable an individual to increase basic literacy skills or attain a General Equivalency Diploma (GED).

Adult Mentoring (*Youth Element*) – The purpose of mentoring is to provide a participant with the opportunity to develop a positive relationship with an adult. The adult mentor should provide a positive role model for educational, work skills, or personal or social development. Mentoring for youth must be categorized as either:

- Academic (primarily provided to assist youth in achieving academic success);
- Employment-related (primarily provided to assist youth in achieving employment-related success); or
- Personal or social development-related (primarily provided to assist youth in achieving personal and decision-making skills necessary to become successful members of communities and workplaces.

Adult Mentoring is one of the required ten program elements and must be for duration of at least twelve months, which may occur both during and after program participation. Mentoring can be a paid or unpaid activity.

Advanced Training/Occupational Skills Training – Applies to youth. To count as a placement for the Youth Common Measures, advanced training constitutes an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels. Such training should: (1) be outcome-oriented, and focused on a long-term goal as specified in the Individual Service Strategy; (2) be long-term in nature and commence upon program exit rather than being short-term training that is part of services received while enrolled in ETA-funded youth programs, and (3) result in attainment of a certificate. (TEGL 17-05)

Age Appropriate Career Goal – The age appropriate goal determination shall include the selection of a single career goal or the identification of an initial career pathway of occupations to consider. Either will be considered as an age-appropriate goal.

Alternative Secondary School Offerings (*Element*) – Specialized, structured curriculum offered inside or outside of the school system which may provide work/study and/or General Educational Development (GED) preparation for youth. Alternative secondary school offerings may:

- Lead to a GED;
- Provide academically rigorous preparation for work and/or post-secondary education;
- Assist with the transition to work and/or post-secondary education;
- Be related to the career and/or educational goals of the youth; **or**
- Address the youth's barriers to work and/or education.

Some examples of schools include:

- Alternative high schools
- specialty boarding schools

- residential treatment centers for substance abuse
- behavior modification centers
- wilderness treatment schools
- juvenile boot camp schools

Alternative Secondary School – A public school or publicly contracted educational program that serves youth who have not been successful in mainstream “traditional” academic programs and provides instruction leading to a high school diploma.

Note: To be classified as an “alternative school” or “alternative course of study” for WIA purposes, a specialized structured curriculum is required that is distinguishable from the regular curriculum offered to students in corresponding grades or classes. Although Alternative Education programs are often referred to as "schools" they are actually programs within a school. The term “alternative school” should not be confused with “magnet schools” for specialized or accelerated studies.

Applicant Statement (Self-certification) - An applicant statement is an attestation signed by a participant that the information he/she submits to demonstrate eligibility for a program under title I of WIA is true and accurate. This would be used in circumstances where items required cannot readily be verified and it would cause an undue hardship for the individual. Applicant statements should only be used in circumstances when all practical attempts to secure verification have failed.

Apprenticeship Training -- A program combining on-the-job training with related instruction that enables workers to master the practical and technical skills required for a skilled occupation. The worker or apprentice learns a trade. The training lasts a specific length of time.

Aptitude - A natural or acquired talent or ability or quickness in learning and understanding.

Attending Any School – Defined as an individual attending any High School program seeking a High School diploma.

At-Risk Of Dropping Out Of School –As determined by school district records, policies or Personnel, a youth who is experiencing a lack of academic success; a youth who has a significant number of absences or erratic attendance, which result in the youth not benefiting from school; or a Youth who has behavior problems in the school setting. (WIA §101(39))

Assessment Purpose – The purpose of the assessment is to help individuals and program staff make decisions about appropriate goals and develop effective services strategies for reaching those goals.

Barriers to Employment -- Conditions that may make employment difficult for certain individuals. Individuals with such barriers may include: single parents, displaced homemakers, youth, public assistance recipients, older workers, substance abusers, teenage parents, veterans, ethnic minorities, and those with limited English speaking ability or a criminal record or with a lack of education, work experience, credentials, transportation or child care arrangements.

Basic Education – Instruction usually conducted in an institutional setting that is directed towards imparting the basic skills of communication, computation, problem solving, health, consumer

development, and citizenship. Instruction for youth could include, but not be limited to, enrollment in a secondary school. Adult Basic Education (ABE) would include upgrading the same basic skills, however, it is directed towards adults who are generally classified as functionally illiterate, undereducated, or whose inability to speak, read or write the English language constitutes a substantial impairment of their ability to get or retain employment commensurate with their real ability. Such instruction is designed to raise the level of education of such individuals with a view to making them less likely to become depend on others, to improving their ability to benefit from occupational training and other wise increasing their opportunities for more productive and profitable employment.

Basic Literacy Skills – Basic education skills includes reading comprehension, writing, speaking, listening, problem solving, reasoning, and the capacity to use these skills. (WIA Section 101(4))

Basic Skills Deficient and Deficient in Basic Literacy Skills

Basic Skills Deficient (*Eligibility Barrier under the 5% exception*) –With respect to an individual, the individual has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test or a comparable score on a criterion referenced test. (WIA §101(4))
Deficient In Basic Literacy Skills (*Youth Eligibility Barrier*) – Is an individual who, at a minimum meets the definition of Basic Skills Deficient; or is unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual’s family or in society. (20 CFR §664.205)

Note: Grade level scores below 9.0 (e.g., 8.9) should be considered as “at or below the 8th grade level.”

Basic Skills Goal - A measurable increase in basic education skills including reading comprehension, math computation, writing, speaking, listening, problem solving, reasoning, and the capacity to use these skills.

Below Grade Level (*Eligibility Barrier under the 5% exception*) – An individual with educational attainment that is one or more grade levels below the grade level appropriate to the age of the individual (20 CFR §664.205(a))

Career Development Assistance (*Follow-up Service*) – Services provided during follow-up to assist a youth, which includes the provision of information, materials, suggestions, or advice which are intended to assist the youth in making occupational or career decisions. (20 CFR §664.450(3))

Career Goal(S) – The occupation or several related occupations selected by the participant and sanctioned by the Case Manager in which the participant wishes to receive related WIA services and/or training. The career goal(s) is established by using a self-directed career decision-making or job matching process that includes assessment instruments and occupational information to determine the best job match for training/services. The career goal(s) is the basis for ISS development. (20 CFR Section 664.405(a)(2))

Career Planning – A system in which individuals evaluate their abilities and interest, consider alternative career opportunities, establish career goals, and plan practical development activities.

Case Management - “The term ‘case management’ means the provision of a client centered approach in the delivery of services designed:

1. To prepare and coordinate comprehensive employment plans, such as service strategies, for participants to ensure access to necessary workforce investment activities and supportive services, using, where feasible, computer-based technologies; and
2. Provide job and career counseling during program participation and after job placement.

(WIA Section 101(5))

Certificate

A certificate is awarded in recognition of an individual’s attainment of measurable technical or occupational skills necessary to gain employment or advance within an occupation. These technical or occupational skills are based on standards developed or endorsed by employers. Work readiness certificates are not included in this definition. (Common measures definition)

A certificate is awarded in recognition of an individual’s attainment of technical or occupational skills by:

1. A state educational agency or a state agency responsible for administering vocational and technical education within a state.
2. An institution of higher education described in Section 102 of the Higher Education Act (20 USC 1002) that is qualified to participate in the student financial assistance programs authorized by Title IV of that Act. This includes community colleges, proprietary schools, and all other institutions of higher education that are eligible to participate in federal student financial aid programs.
3. A professional, industry, or employer organization (e.g., National Institute for Automotive Service Excellence certification, National Institute for Metalworking Skills, Inc., Machining Level I credential) or a product manufacturer or developer (e.g., Microsoft Certified Database Administrator, Certified Novell Engineer, Sun Certified Java Programmer) using a valid and reliable assessment of an individual’s knowledge, skills, and abilities.
4. A registered apprenticeship program.
5. A public regulatory agency, upon an individual’s fulfillment of educational, work experience, or skill requirements that are legally necessary for an individual to use in occupational or professional title or to practice an occupation or profession (e.g., FAA aviation mechanic certification, state certified asbestos inspector).
6. A program that has been approved by the Department of Veterans Affairs to offer education benefits to veterans and other eligible persons.
7. Job Corps centers that issue certificates.
8. Institutions of higher education which is formally controlled, or has been formally sanctioned, or chartered, by the governing body of an Indian tribe or tribes.

Child Care / Dependent Care Assistance (*Supportive Service Element*) – A supportive service that provides assistance with child/dependent care costs that is necessary to enable a youth to participate in activities authorized by WIA.

Child of Incarcerated Parent(s) (*Sixth Barrier Characteristic*) - A youth whose parent or parents are currently incarcerated and who requires assistance in overcoming artificial barriers to employment resulting from parental incarceration.

Chronic behavior problems at school (*Sixth Barrier Characteristic*) - A youth who has been defined by the local school as having a record of marginal conduct at school. This may include chronic absenteeism and truancy, chronic underachievement, disruptive conduct or other behavior problems.

Citizenship / Eligible to Work – Participation in programs and activities financially assisted in part under WIA shall be open to citizens and nationals of the United States, lawfully admitted permanent resident aliens, lawfully admitted refugees and parolees, and other individuals authorized by the United States.

Common Measures for Youth (TEGL 17-05)

Placement in Employment or Education – *of those who are not in postsecondary education or employment (including the military) at the date of participation:* The number of youth participants who are in employment (including the military) or enrolled in postsecondary education and/or advanced training / occupational skills training in the first quarter after the exit quarter **divided by** the number of youth participants who exit during the quarter.

Attainment of a Degree or Certificate – *Of those enrolled in education (at the date of participation or at any point during the program):* The number of youth participants who attain a diploma, GED, or certificate by the end of the third quarter after the exit quarter **divided by** the number of youth participants who exit during the quarter.

Literacy and Numeracy Gains - *Of those out-of-school youth who are basic skills deficient:* The number of youth participants who increase one or more educational functioning levels **divided by** the number of youth participants who have completed a year in the youth program (i.e., one year from the date of first youth program service) **plus** the number of youth participants who exit before completing a year in the youth program.

Refer to Section 5 Performance in the WIA Policy Manual for more details about the Common Measures.

Community and Service Learning Projects (*Leadership Development Element*) – Structured workplace or community-based learning experience, through which participants learn and develop by participating in organized community service work activities that meet identified community needs. Community and Service Learning Projects are designed collaboratively by the program and participant(s) to further understanding of course content, acquire a broader appreciation of the discipline, enrich the learning experience, and promote a lifelong civic engagement and enhanced sense of civic responsibility.

Comprehensive Guidance and Counseling (*Element*) – Is primarily provided to assist a youth in achieving success in school and at the workplace. Assistance may include drug & alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth. Services may be provided on an individual or group basis, using a variety of processes and techniques. Is on-going and interactive between both parties and can be a key ingredient for a successful outcome. May also include career guidance and counseling.

Corroborative Witness - An individual who personally knows or can identify the WIA applicant and who is reasonably likely to be able verify the applicant's statement. Such verification may be accomplished by the witness signing the applicant statement form or by completion of a telephone/document inspection form (TEIN 22-02)

Court Involved Youth (*Sixth Barrier Definition*) – A youth who has committed status offenses or delinquent acts.

Covered Persons – Mean a veteran or an eligible spouse of a veteran.

Veteran - a person who served **at least one day in the active military, naval, or air service, and who was discharged or released under** conditions other than dishonorable, as specified in 38 U.S.C. 101(2). Active service includes full-time **Federal service** in the National Guard or a Reserve component. **Active service does not include** full-time duty **performed strictly** for training purposes (**often referred to as “weekend” or “annual” training**), **nor does it include full-time active duty performed by National Guard personnel who are mobilized by State rather than Federal authorities (State mobilizations usually occur in response to events such as natural disasters).**

2. Eligible Spouse – means the spouse of any of the following:
- Any veteran who died of a service-connected disability; or
 - Any member of the Armed Forces serving on active duty who, at the time of application for the priority, is listed in one or more of the following categories and has been so listed for a total of more than 90 days: (i) Missing in action; (ii) Captured in line of duty by a hostile force; or (iii) Forcibly detained or interned in line of duty by a foreign government or power; or
 - Any veteran who has total disability resulting from a service-connected disability, as evaluated by the Department of Veterans Affairs; or
 - Any veteran who died while a disability, as indicated in previous bullet of this section, was in existence.

**JVA (38 USC, Section 4215(a))
20 CFR 1010.110**

Credentials - A credential is a nationally recognized degree or certificate or state recognized credential. Credentials include, but are not limited to, a high school diploma, GED, or other recognized equivalents, post-secondary degrees/certificates, recognized skill standards, licensure or industry-recognized certificates (i.e., ASE car repair, Hazmat, CAN, CDL, Boiler Operator, Flag Person, Heavy Equipment Operator, etc.), and all state education agency recognized credentials. **(This definition applies to current WIA statutory adult, older youth and dislocated worker measures only it does not apply to the common measures).**

Customer - Under WIA (Workforce Investment Act) definitions, a Customer is any person seeking assistance to find employment or training, whether employed or unemployed, and employers who need qualified workers for their company or training for the workers who are already employed with them.

Developmental Needs – Items, materials, situations, steps or acts that need to occur to aid in the growth of an individual or to assist an individual to realize or meet their potential.

Disability (*5% Barrier and Sixth Barrier Characteristic*) - The youth has a physical (motion, vision, hearing) or mental (learning or developmental) impairment which substantially limits one or more of

such person's major life activities and has a record of such an impairment, or is regarded as having such an impairment. Major life activities include: Self-care, Receptive and expressive language, Learning, Mobility, Self-direction, Capacity for independent living, and Economic self-sufficiency.

Documentation - Physical evidence, which is obtained during the verification process, is maintained in participant files. Such evidence would be copies of documents, completed telephone/document inspection forms, and signed self-certification or applicant statement. **(TEIN 22-92)**

Drop Out Prevention Strategies – Student centered intensive individualized attention and instruction through tutoring, mentoring programs, alternative secondary school offerings, and instruction technologies to assist youth with the completion of high school. Effective programs also characteristically feature a wide range of student assistance services to address such things as substance abuse, teen pregnancy and young parenthood, suicide prevention, and other mental and physical health issues.

Educational Functioning Levels – As outlined in the National Reporting System (NRS) designed by the Department of Education to track WIA Title II funded adult education and literacy. There are two sets of educational functioning levels – six levels for Adult Basic Education (ABE) and six levels for English-as-a second language (ESL) students. The ABE levels roughly equate to two to three grade levels. Further guidance on the educational functioning level descriptors can be found in Attachment C, TEGL 17-05 Change 1. Each ABE and ESL level describes a set of skills and competencies that students demonstrate in the areas of reading, writing, numeracy, speaking, listening, functional, and workplace skills. These descriptors provide guidelines for placing participants in educational functioning levels, based on performance on standardized test.

Eligibility Barriers for Income Eligible Youth – (WIA §101(13 (c) and 20 CFR §664.200(c)) “Eligible participants must also fall within one or more of the following categories:

1. Deficient in basic literacy skills;
2. School dropout;
3. Homeless, runaway, or foster child;
4. Pregnant or parenting;
5. Offender; or
6. An individual (including a youth with a disability) who requires additional assistance to complete an educational program, or to secure and hold employment. (See sixth barrier definition)

Eligibility Barriers for the Five Percent of Youth Participants Who Do Not Have To Meet Income Eligibility Requirements:

1. School Dropout;
2. Basic Skills Deficient;
3. Are one or more grade levels below the grade level appropriate to the individual's age;
4. Pregnant or parenting;
5. Possess one or more disabilities, including learning disabilities;
6. Homeless or runaway;
7. Offender; or

8. Faces serious barriers to employment as identified by the local board (WIA sec. 129(c)(5) and 20 CFR 664.220). (See sixth barrier definition)

Eligible Non-Citizen: Participation in programs and activities financially assisted by WIA “shall be available to citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees, asylees, and parolees, and other immigrants authorized by the Attorney General to work in the United States.” Citizens and nationals must provide citizenship with documentation of place of birth or citizenship status.

Permanent resident and temporary resident aliens must provide citizenship status with an alien registration receipt card issued by the Immigration and Naturalization Service (INS). This card is a photo ID. IDs issued prior to July 1, 1979, will be a Form 1-151 (green card). Subsequent IDs will be Form 1-551 (white card). All permanent resident aliens are “authorized to work”.

Lawfully admitted refugees, parolees, and other individuals must prove authorized employment status with an annual-departure record issued by the INS. If an individual is permitted to work in the U.S., the individual’s card will be stamped “Employment Authorized” **(WIA Section 188(A)(5))**

Eligible Provider – The term “eligible provider”, used with respect to:

1. Training services, means an organization, such as a public or private college and university, or community-based organization whose application has been approved for the State list of training services as identified under section 122 (e) (3) of the Act;
2. Intensive services, means a provider who is identified or awarded a contract as described under section 134 (d) (3) (B) of the Act;
3. Youth activities, means a provider who is awarded a grant or a contract under section 123 of the Act; or
4. Other workforce investment activities, means a public or private entity selected to be responsible for such activities, such as a one-stop operator designated or certified under section 121 (d) of the Act.

Eligible Training Provider List (ETPL) –A statewide collection of providers that are approved to give services through the One-Stop system. These lists contain consumer information, including cost and performance information for each of the providers, so that participants can make informed choices on where to use their Individual Training Accounts.

Eligible Youth – An individual who:

1. Is not less than age 14 and not more than age 21;
2. Is a low-income individual (*see definition of Low Income Individual*); and
3. Is an individual who is one or more of the categories shown under (*Eligibility Barriers for Eligible Youth*) (WIA 101(13)). In addition, up to 5 percent of the youth served in a local area may be non-low-income, if they are within one or more of the categories shown under Eligibility Barriers for the Five Percent of youth participants who do not have to meet Income Eligibility Requirements.

Employability – A demonstrated level of knowledge, skills, abilities, work behaviors and attitudes necessary to compete successfully in the labor market.

Employed at Participation - An individual employed at the date of participation who did any work at all as a paid employee, in his or her own business, profession or farm, worked as an unpaid worker in an enterprise operated by a member of the family, or is one who was not working, but has a job or business from which he or she was temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, whether or not paid by the employer for time-off, and whether or not seeking another job.

Employment and Training Activity – An activity described in section 134 of the Act that is carried out for an adult or dislocated worker.

English as a Second Language (ESL) – English language education for adults whose inability to understand, speak, read, or write the English language is a barrier to their ability to get or keep employment. This also has effects on their real ability to function in society or successfully complete the citizenship application process.

ETA, DOL -- Employment and Training Administration, the part of DOL with direct responsibility for WIA programs.

Exclusions From Common Measures and follow-up services:

Health/Medical or Family Care – Used when the participant is receiving medical treatment or providing care for a family member that precludes entry into unsubsidized employment or continued participation in the program, and is expected to last for more than 90 days.

Institutionalized - The participant is residing in an institution or facility providing 24-hour support such as a prison or hospital and is expected to remain in that institution for at least 90 days.

Relocated to a Mandated Residential Program - For youth participants only, the participant is in the foster care system or any other mandated residential program and has moved from the area as part of such a program.

Exit – The term program exit means a participant does not receive a service funded by the program or funded by a partner program for **ninety (90)** consecutive calendar days and is not scheduled for future services.

Exposure to Post-Secondary Educational Opportunities (*Leadership Development Opportunity Element*) – Exposure to post-secondary education is part of the Leadership Development Opportunity Element. Exposure may be accomplished through tours of colleges and/or technical schools or through:

- Career Pathways Exploration
- Montana Career Information System (MCIS)
- Financial Aid Opportunities

Faith Based Organization (FBO) -- Organization whose founding, governance, or membership is derived from a religious institution or religiously-affiliated entity.

Family – Two or more persons related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following categories:

1. A husband, wife, and dependent children.

2. A parent or guardian and dependent children.
3. A husband and wife.

“Dependent children” as referenced in numbers 1. and 2. shall include those children living in a single residence with parent(s) or guardian(s) and who **DO NOT** meet the definition of “independent child” based on the Free Application for Federal Student Aid (FAFSA) guidelines.

“Independent Child” – shall include those children living in a single residence with parent(s) or guardian(s) and who fall into one (or more) of the following categories:

- Is 24 years of age or older by December 31 of the current year;
- Is an orphan or ward of the court or was a ward of the court until the individual reached the age of 18;
- Is a graduate or professional student (in college, beyond a bachelor’s degree);
- Is a veteran of the Armed Forces of the United States;
- Is a married individual;
- Has legal dependents other than a spouse;
- Is a student for whom a financial aid administrator makes a documented determination of independence by reason of other unusual circumstances; **or**
- Is currently living with parents BUT provides more than 50% of his/her own support.

Note: If the applicant claims to be an independent child, then he/she must complete an applicant statement as verification of family size.

“Guardian” - Refers to an individual related by blood, marriage, or decree of court and/or living in a single residence where the parents are not present in the residence.

The phrase **“living in a single residence”** includes temporary, voluntary residence elsewhere such as attending school or college, or visiting relatives but where permanent residence is the same as parent or guardian. It does not include involuntary temporary residence elsewhere, such as incarceration or placement into foster care as result of a court order.

Family Income - All income received by all members of the family during the six-month period prior to application/registration, annualized by multiplying the six-month income by two (6-month income x 2). The composition of the family is determined as of the date of the application/registration.

Family Literacy (*Sixth Barrier Characteristic*) – Family members who lack sufficient mastery of basic English language communication skills to enable the individuals to function effectively, to gain employment, or to maintain employment. This also includes family members who are limited English proficient.

Family Literacy Services (FLS) -- Services that are sufficient to make lasting changes in a family, and that integrate all of the following activities: (1) literacy activities between parents and their children; (2) training for parents regarding how to be the primary teacher for their children and full partners in the education of their children; (3) parent literacy training that leads to economic self-sufficiency; and (4) an age-appropriate education to prepare children for success in school and life experiences

Family Size - The number of dependent children plus the number of parents or guardians who reside together. Use definitions in *Family* to arrive at the correct number.

Follow-up Activities -- The tracking of what happens to participants when they leave the WIA program for a period of 180 days after first job placement. The reporting requirements include the following information: employment status (number of Entered Employments/Placements at 180 days after program has ended), average hourly wage (earnings change at 180 days after program has ended), and job retention (of those enrolled in training, provide number of those still employed in trained occupation at 180 days after program has ended).

Follow-Up Services (*Element*) – Services provided to youth after exiting from the WIA Youth Program to facilitate and support youth development, retention and advancement in long-term employment and education placements.

Foster Child (*Eligibility Barrier*) – An individual currently in foster care or has been in the Foster Care system at any point during his/her lifetime. This definition applies to the eligibility barrier only.

GED -- General Equivalency Diploma. A high school equivalency diploma, which is obtained by passing the General Educational Diploma Equivalency Test that, measures skills and knowledge generally associated with four years of traditional high school instruction.

Homeless (*Eligibility Barrier*) – the term “homeless” or “homeless individual or homeless person” (from

Stewart B. McKinney Homeless Assistance Act 42 U.S.C. §11302) includes:

1. An individual who lacks a fixed, regular, and adequate nighttime residence; and
2. An individual who has a primary nighttime residence that is –
 - (a) A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill);
 - (b) An institution that provides a temporary residence for individuals intended to be institutionalized; or
 - (c) A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

Incentive Payment – Monetary payment given to a WIA Youth participant for successful participation and achievement of expected outcomes as defined in the ISS upon completion of established benchmarks or upon final program completion. Incentives may be used to retain youth in a program and must be tied to training, education, or work readiness. Such achievements must be documented in the participant’s file as the basis for an incentive payment. Guidelines for the payment of incentives to youth participants are described in Section 4.120 of the WIA Policy Manual.

Individual With A Disability – An individual with any disability (as defined in Section 3 of the Americans with Disabilities Act of 1990, as amended (42 U.S.C. 12102)).

Individual Service Strategy (ISS) – An agreement of skills and goals decided between a WIA Youth participant and WIA Youth staff counselor (usually a case manager), that sets out a plan for the participant to make progress towards his/her educational and employment goals. The ISS is an ongoing strategy jointly developed by the participant and the case manager, which identifies an age-appropriate employment/career goal, appropriate achievement objectives, and appropriate combination of services

for the participant to reach these objectives. The ISS must be based on the objective assessment and should reflect the expressed interests and needs of the participant. The ISS should be reviewed and updated periodically to reflect the participant's progress in meeting the objective of the ISS including progress in acquiring basic, work readiness, and occupational skills and the adequacy of the support services provided. All youth must have an ISS.

Individual Training Accounts (ITA) – An expenditure account established on behalf of an eligible participant in WIA Title IB adult, youth and dislocated worker programs to purchase training services from eligible providers they select in consultation with the case manager, counselor or coordinator.

Informed Customer Choice – Choices made by customers using the best information available, including employment-related information (e.g., information about self, such as abilities and interests, knowledge of support services, training providers, etc.)

Initial Assessment – To determine whether the program can benefit the individual (suitability) and identify activities and services that would be appropriate, an assessment of the participant is necessary. Initial assessment is part of the overall intake process and includes the initial determination of each participant's employability, aptitudes, abilities and interests, through interviews, testing and counseling.

Intake - The process of collecting basic information which is commonly collected by all program partners (e.g., name, address, phone number, SSN) and all required activities up to the decision of eligibility or ineligibility for an individual program.

In-School Youth – Defined as either (i) those who are attending any school and have not received a secondary school diploma, or (ii) those who are attending post-secondary school and are **not** basic skills deficient.

Internships (*Work Experience Element*) – a period of time spent in business, industry, or other agency for the purpose of providing a student with opportunities to gain insight and direct experience related to one or more functions of the organization. Internships give a student paid or unpaid work experience in a career field of study.

Job Shadowing (*Work Experience Element*) – Job shadowing is typically a part of career exploration activities. A youth follows an employee at a firm for one or more days to learn about a particular occupation or industry. Youth spend time, one-on-one, with employees doing their job. Businesses and employees who host Job Shadowing go about their regular work while discussing it with the youth. A youth observes the daily routine of an employee and then “interviews” the employee about his/her work and education. Job shadowing can help youth explore a range of careers and specific career objectives in order to select a career pathway. Participating several times a year, youth gain first-hand experience in a variety of careers choices so they can:

- Understand the daily duties and activities involved with each job and career
- Ask questions about the job and workplace
- Identify their career interests
- Become aware of the technical and academic skills they would need to enter each career
- Develop communication skills
- Apply a connection between academic classroom work and their career goals.

Note: This is a short-term, one or more days observation type activity. The program could include more than one profession to be shadowed to allow for participant choice. Services provided to youth participants must be appropriate to the needs of the individual youth as defined in their Individual Service Strategy and documented in enrollment notes.

Lacks occupational goals/skills (*Sixth Barrier Characteristic*) – A youth who lacks the proficiency to perform tasks and technical functions of occupations at entry, intermediate or advanced levels. A youth who has not worked; has a poor work history (to include no work history); or has been fired from a job in the last six calendar months; or has a sporadic work history generally lacks occupational goals/skills.

Leadership Development Opportunities (*Element*) – Opportunities that encourage participation in activities related to leadership, decision-making, citizenship, and community service. Engagement by youth in such activities should assist youth in gaining skills to become more responsible, employable, and to encourage other positive social behaviors. Leadership opportunities include some of the following activities:

- Exposure to post-secondary educational opportunities
- Community and service learning projects
- Peer-centered activities, including peer mentoring and peer tutoring
- Organizational and teamwork training, including team leadership training
- Training in decision-making, including determining priorities, and
- Citizenship training, including life skills training such as parenting, work behavior training, and budgeting of resources
- Job Readiness
- Life skills training
- Work readiness/Pre-employment skills

Learning Disability - Any neurological condition that impedes a person's ability to take in, store, process or express information. It can affect one's ability to read, write, and communicate.

Life Skills Training (*Leadership Development Opportunities Element*) – Activities and/or training that assist youth to develop marketable work habits. Life skills training may include modules/training/curriculum instruction in: (a) personal finance and budgeting, (b) computers, (c) parenting/pregnancy prevention, (d) self-leadership (e.g. conflict resolution, public speaking, and anger management), (e) work behavior training, (f) banking, and other training that develops independent living skills.

Limited English Language Proficiency (LEP) (*Sixth Barrier Characteristic*) – The inability of a customer, whose native language is not English, to communicate in English which results in a barrier to employment.

Literacy – An individual's ability to read, write, and speak in English, compute, and solve problems, at levels of proficiency necessary to function on the job, in the family of the individual, and in society.

Lower Living Standard Income Level (LLSIL) – The income level (adjusted for regional, metropolitan, urban, and rural differences and family size) determined annually by the Secretary of the Department of Labor based on the most recent lower living family budget issued by the Secretary.

Low-income Individual – The term “low-income individual” means a person who:

1. receives, or is a member of a family that receives, cash payments under a Federal, State, or local income-based public assistance program;
2. received an income, or is a member of a family that received a total family income, for the 6-month period prior to application for the program involved (exclusive of unemployment compensation, child support payments, payments described in subparagraph (A), and old-age and survivors insurance benefits received under section 202 of the Social Security Act (42 U.S.C. 402) that, for their family size, is not more than the higher of—
 - (i) the poverty line, for an equivalent period; or
 - (ii) 70 percent of the lower living standard income level, for a similar period;
3. is a member of a household that receives (or has been determined within the 6-month period prior to application for the program to be eligible to receive) food stamps according to the Food Stamp Act of 1977 (7 U.S.C. 2011 et seq.);
4. is a homeless person, as defined in subsections (a) and (c) of section 103 of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11302);
5. is a foster child on behalf of whom State or local government payments are made; or
6. in cases permitted by rules decided by the Secretary of Labor, is a person with a disability whose own income meets the requirements of a program described in subparagraph (1) or of subparagraph (2), but who is a member of a family whose income does not meet such requirements.

Migrant Youth (*Sixth Barrier Characteristic*) – A youth who is, or whose parent or spouse is, a migratory agricultural worker, including a migratory dairy worker, migratory fisher, migrant food processing worker, migrant seasonal farm-worker, and who, in the preceding 36 months, in order to obtain, or accompany such parent or spouse, in order to obtain temporary or seasonal employment in agricultural or fishing work.

Native American (*Sixth Barrier Characteristic*) – A person who is a member of an Indian/Native American tribe. An Indian/Native American tribe means any Indian/Native American tribe, band, nation or other organized group or community, which is recognized as eligible for the special programs and services provided by the United States to Indians/Native Americans because of their status as Indians/Native Americans.

Nepotism – When a person employs or appoints a family member. Refer to Section 1.30 of the WIA Policy manual for Nepotism policy.

No Longer Attending Any School – A situation where an individual is not attending any secondary school program seeking a secondary school diploma.

Objective Assessment – A process that identifies service needs, academic levels, goals, interests, skill levels, abilities, aptitudes, and supportive service needs, and measures barriers and strengths. It includes a review of basic and occupational skills, prior work experience, employability potential and developmental needs. The result of an objective assessment is an individual service strategy.

Occupational Skills – Primary occupational skills encompass the proficiency to perform actual tasks and technical functions required by certain occupational fields at entry, intermediate or advanced levels. Secondary occupational skills entail familiarity with, and use of set-up procedures, safety measures, work-related terminology, record keeping and paperwork formats, tools, equipment and materials, and breakdown and clean-up routines.

Occupational Skill Training (*Element*) – Basic or advanced training for acquiring skills in a specific occupation. Instruction conducted in an institutional or work site setting designed to provide or upgrade the technical skills and information required to perform a specific job or group of jobs such as auto mechanics, health services, or clerical training. Occupational Skills Training includes job specific competency training and pre-apprenticeship training. Training institutions such as career techs, community colleges, universities, and private training providers provide such training. An Individual Training Account (ITA) is required for Occupational Skills Training.

Offender (*Eligibility Barrier*) – An individual who has been involved at any stage of the criminal justice process; or requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction. **Note:** Includes misdemeanors (WIA Section 101 (27))

O*NET – The Occupational Information Network for use matching the title of an occupation with its 5 or 6-digit occupational code (<http://online.onetcenter.org/>).

On-The-Job Training – Training by an employer that is provided to a paid participant while engaged in productive work in a job that:

1. Provides knowledge or skills essential to the full and adequate performance of the job;
2. Provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, for the extraordinary costs of providing the training and additional supervision related to the training; and
3. Is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate.

Note: In most cases, on-the-job training is not an appropriate work experience activity for youth participants under age 18.

Organizational & Teamwork Training (*Leadership Development Opportunities Element*) – Training that fosters the development of group or team interaction skills.

Out-Of-School Youth – Determined at the time of registration. The term out-of-school youth” means:

1. An eligible youth who is a school dropout; or
2. An eligible youth who has received a secondary school diploma or its equivalent but, is basic skills deficient, unemployed, or underemployed (WIA section 101(33)). (*Sixth Barrier Characteristic*)

Note: For reporting purposes, this term includes all youth except: (i) those who are attending any school and have not received a secondary school diploma or its recognized equivalent, or (ii) those who are attending post-secondary school and are not basic skills deficient.

Outreach/Recruitment – Activities and strategies for identifying and contacting potential participants. Strategies include procedures that assure access throughout the service area and address appropriate access for participants with barriers.

Participant – An individual who has been determined to be eligible to participate in and who is receiving services (except follow-up services authorized under this title) funded by a WIA Title IB program in either a physical location or remotely through electronic technologies. Participation shall be deemed to commence on the first day, following determination of eligibility, on which the individual began receiving services provided under this title.

Placement -- The act of obtaining unsubsidized employment for or by a participant.

Pre-Employment Skills / Job Readiness – Includes but is not limited to creating a resume, job seeking and interviewing skills, understanding employer and workplace expectations, positive work habits (e.g. coming to work on time, getting along with coworkers, etc.), understanding behaviors and attitudes necessary to compete in the labor market, effective coping and problem-solving skills, and other skills as identified that will develop the individual's capacity to move toward employment.

Peer Centered Activities (*Leadership Development Opportunity Element*) – Peer-centered activities consist of activities such as peer mentoring or peer tutoring. Youth learn leadership skills as peer mentors, assistant crew leaders, and receive additional training in leadership.

Planned Gap In Service – No participant activity is provided for a period of greater than 90 days due to:

1. Delay before the beginning of training; or
2. A health/medical condition that prevents an individual from participating in services; or
3. Temporary move from the area that prevents the individual from participating in services, including National Guard or other related military service. (See Common Measure Policy in Section 5.30 of the WIA Policy Manual for detailed explanation)

Poor Work History – Youth who:

1. Are working less than full-time;
2. Have been fired from a job;
3. Have a sporadic work history (history of job hopping);
4. Are working in jobs that are unskilled or dead-end; or
5. Have no past work history.

Post-Test – A generally accepted standardized test of basic skills administered to a participant after the initial pre-test and at regular intervals (for up to three years) during the program to determine if a participant has attained a gain of at least one educational functioning level compared to the pre-test.

Note: A participant only needs to be post tested in those areas in which he/she was deficient. For example, if the participant scored at a 7th grade math level and a 9th grade reading level the participant would only have to be tested in the area of deficiency, e.g., math.

Poverty Line – The poverty line (as defined by the Office of Management and Budget, and revised annually in accordance with section 673(2) of the Community Services Block Grant Act (42 U. S. C. 9902 (2)) applicable to a family of the size involved.

Pregnant or Parenting Youth (*Eligibility Barrier*) –

Pregnant Youth - An individual who is **under** 22 years of age and pregnant;

Parenting Youth - A youth (male or female) who:

1. is a biological or adoptive parent; or
2. is a parent in behavioral terms.

The phrase “**parent in behavioral terms**” means providing custodial care for one or more dependents who are under 18 years of age. Males do not qualify as a parenting youth until the child is born.

The term “**custodial care**” is defined as residing with and participating in the day-to-day care of a child; **or** if not in the same household being responsible for a child, custodial care includes but is not limited to providing: food, shelter, clothing, medical care, daycare expense, and/or other means of financial support.

Pre-Test - A generally accepted standardized test of basic skills administered to a participant within 10 working days of enrollment. If a youth was tested at an ABE center within six months prior to the date of participation, the test results may be used.

Priority of Service: WIA says that in the event that funds allocated to a local area for adult employment and training activities under 133(b) are limited, priority shall be given to recipients of public assistance and other low-income individuals for intensive services and training services.

WIA Sec. (134(d)(2)(E))

Public Assistance - Federal, State, or local government cash payments for which eligibility is determined by a needs or income test.

Public Assistance Recipient – A participant that is listed on the public assistance grant and/or is receiving assistance under any of the following programs at the time of eligibility determination into the WIA program.

- Temporary Assistance to Needy Families (TANF)
- Supplemental Nutrition Assistance Program (SNAP)/Food Stamps
- General Assistance (GA) (State/local government)
- Refugee Cash Assistance (RCA)
- Supplemental Security Income (SSI Title XVI)

Refugee (*Sixth Barrier Characteristic*) – A youth whose admission status has been approved and changed by U.S. Citizen and Immigration Services (USCIS)

Release of Information - State and federal privacy laws were enacted to safeguard an individual’s privacy from the misuse of federal and state records and to provide individuals access to their records. Access to files should be granted on a “need to know” basis. If other agencies, prospective employers, or other individuals request access to information in a file, authorization of release for the information should be obtained from the participant. Access to the records from other agencies may also require authorization for release of information.

Remedial Education -- Educational instruction, particularly in basic skills, intended to raise an individual's general competency level in order to succeed in vocational education, or skills training programs, or employment.

Requires Additional Assistance – A youth, 14-21 years of age, who requires additional assistance to complete an educational program, or to secure and hold employment and meets the SWIB definition of youth who requires additional assistance.

Retention -- Continuing or keeping a job, usually for at least 90 days or more.

Runaway Youth (*Eligibility Barrier*) - A youth that has left a domestic situation be it home or foster care, without permission of parents or legal guardian; to avoid real or perceived danger, duty, restraint, or disadvantage. Status must be documented by a written statement, or a written statement from an individual who is providing temporary residence, or a written statement from a shelter or a social service agency.

School Dropout (*Eligibility Barrier*) – The term “school dropout” applies to an individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent. Youth enrolled in alternative schools are **not** school dropouts.

Secondary School – The term “secondary school” has the meaning given the term in section 14101 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 8801). This is generally referred to as high school.

Selective Service - Presidential Proclamation 4771 of July 2, 1980 requires that male persons born after December 31, 1959, who have attained their 18th birthday, register with Selective Service. Registration must be completed within 30 days of a male's 18th birthday. Section 189 of WIA requires all participants receiving assistance under WIA to comply with Selective Service registration under the Military Selective Service Act. Refer to Section 3.80 of the WIA Policy Manual for Selective Service Registration Requirements.

Self-Certification – An individual’s signed attestation that the information he/she submits to demonstrate eligibility for a program under Title I of WIA is true and accurate.

Skills Assessment – Includes instruments or interviews with criteria that measure acquired skills.

Social Security Number (SSN) - The nine-digit identification number assigned to the applicant by the Social Security Administration under the Social Security Act. Refer to Section 3.90 of the WIA Policy Manual for the Social Security Number Procedure.

Social Security Disability Insurance (SSDI): pays benefits to individuals that have worked in the past, paid Social Security taxes, and are currently unable to work for a year or more because of a disability. SSDI is considered income replacement.

Stipend – A Stipend is a fixed regular monetary payment made to a WIA Youth participant during his/her enrollment to encourage the WIA youth to participate in certain activities (seat time payments).

The stipend can be used for activities such as classroom instruction. Stipends may be paid based on actual hours of attendance.

Study Skills Training (*Tutoring Element*) – Study skills are strategies and methods of purposeful learning. Study skills training is designed to improve learning ability and may include but is not limited to learning styles, time management, study habits, and listening and writing skills.

Substance Abuse (*Sixth Barrier Characteristic*) - The abuse of alcohol and/or other drugs to the extent that the individual's dependency results in a significant barrier to employment.

Summer Employment / Opportunities (*Element*) - A program for youth operated during the summer months as part of a comprehensive strategy for addressing the youth's employment and training needs. The summer youth employment opportunity element is not intended to be a stand-alone program. It provides summer employment opportunities that link academic and occupational learning as part of the required youth program elements. Summer youth employment must provide direct linkages to academic and occupational learning, such as coordinating with school systems and may provide other elements and strategies as appropriate to serve the needs and goals of the participants.

Supplemental Nutrition Assistance Program (SNAP) – Provides supplemental food and nutrition assistance to low income people. Replaced Food Stamp program.

Supplemental Security Income (SSI) – A type of public assistance authorized pursuant to a state plan approved under the Social Security Act, Title XVI. Supplemental Security Income pays benefits to disabled adults and children who have limited income and resources. It is also paid to people 65 and older without disabilities who meet the financial limits. SSI is considered cash assistance and individuals receiving SSI are automatically income eligible the same as individuals receiving TANF or SNAP. A WIA applicant on SSI is a family of one.

Supportive Services (*Element*) – Services that are necessary to enable an individual to participate in activities authorized by WIA. In addition to providing supportive services during a participant's participation in WIA activities, they may also be provided up to 12 months, or more depending on the needs of the participant, while participant is receiving follow-up services. Refer to Section 4.80 of the WIA Policy Manual for supportive services.

Ten (10) Youth Program Elements/Services – Services that must be made available to youth participants. WIA does not require that all ten program elements are provided but all services must be made available to participants. Refer to Section 3.20 of the WIA Policy Manual and WIA.12 and WIA.13 Youth Verification Worksheets for ten components.

Training In Decision Making (*Leadership Development Opportunity Element*) – Includes but is not limited to determining priorities and setting goals.

Training Services - The education and employment training services to be offered at no cost to One-Stop system customers who have been unable to get a job after having received one or more core services and one or more intensive services (see also **Individual Training Account -- ITA**). **Note:** All

participants in training services must be registered and are counted for performance measurement purposes.

Tutoring (*Element*) – Instruction designed to coach, teach, and guide youth to increased academic success potential. Tutoring can be provided as a group activity, one-on-one service or via computer based programs through partnering agencies or workforce centers.

Underemployed individual – means:

- (a) person who is are working part time but seeking full time work; or
- (b) persons who are working full time but whose current annualized wage rate is not in excess of "for a family of one" the higher of either:
 - (i) the poverty level, or
 - (ii) 70% of the lower living standard income level.

Underemployment may also occur when an individual is working part time but desires full-time employment or who is working in employment not commensurate with the individual's demonstrated level of educational attainment. For example, a college grade in microbiology can find no work in his/her field and ends up as a clerk in a department store.

(TEGL 14-00 Change 1)

Unemployed – An individual who is without a job and who wants and is available for work. The determination of whether an individual is without a job shall be made in accordance with the criteria used by the Bureau of Labor Statistics of the Department of Labor in defining individuals as unemployed.

Universal Services--Services available to every individual through the One-Stop system without regard to any specific eligibility criteria, including information about job vacancies, career options, employment trends, job search techniques, resume writing, and access to the employment training provider lists.

Unsubsidized Employment – A job for which wages are paid directly by the employer and that is not subsidized through any government program.

Vendor – An entity responsible for providing generally required goods or services to be used in the WIA program. These goods or services may be for the recipient's or subrecipient's (i.e., service providers) own use or for the use of participants in the program.

Victim/witness of domestic violence or other abuse (*Sixth Barrier Characteristic*) – Means individuals who are witness to, or are victims of acts of physical, psychological or sexual abuse.

Vocational Education – The term "vocational education" means organized educational programs offering sequences of courses directly related to preparing individuals for paid or unpaid employment in current or emerging occupations requiring other than a baccalaureate or advanced degree. Programs include competency-based applied learning, which contributes to an individual's academic knowledge, higher-order reasoning, problem solving skills, and the occupational-specific skills necessary for economic independence as a productive and contributing member of society.

Work Related Materials/Supplies (*Supportive Service Element*) – A supportive service that provides assistance with uniforms or other appropriate work attire and work-related tool cost, including such items as eyeglasses and protective eye gear that is necessary to enable a youth to participate in activities authorized by WIA. Refer to Section 4.80 of the WIA Policy Manual and the Objectives and Services Definitions to determine where to code these items.

Work Experience (*Element*) – Planned, structured learning experiences that take place in a workplace for a limited amount of time. A work experience may be paid or unpaid, and be in the private, non-profit, or public sectors.

Note: A Work Experience should be age appropriate and in compliance with the Child Labor Laws.

Work Readiness Skills Goal – A measurable increase in work readiness skills that include world of work awareness, labor market knowledge, occupational information, values clarification and personal understanding, career planning and decision-making, and job search techniques (resumes, interviews, applications, and follow-up letters). Included are positive work habits, attitudes, and behavior such as punctuality, regular attendance, presenting a neat appearance, getting along and working well with others, exhibiting good conduct, following instructions and completing tasks. This also can cover accepting constructive criticism from supervisors and co-workers, showing initiative and reliability, and assuming the responsibilities involved in maintaining a job. This category also entails developing motivation and adaptability, obtaining effective coping and problem-solving skills, and acquiring an improved self-image. Not possessing these skills would indicate the individual is deficient in work readiness skills.

Youth – In the WIA program, any young person, between the age of 14 and 21 years of age, who may be in school or out-of-school, and whose family income is within the WIA Low Income Guidelines or meets the criteria for enrollment under the 5% window.

Youth Activity – An activity described in section 129 of the Act that is carried out for eligible youth (or as described in section 129(c) (5)).

Youth Council – The term “youth council” means a council established under section 117(h) of the Act. In Montana the youth council is an ad-hoc committee of the State Workforce Investment Board and may have many duties, some of which may include:

- ☐ Develop the portions of the local plan relating to eligible youth;
- ☐ Recommending eligible providers of youth activities;
- ☐ Conducting oversight with respect to the eligible providers of youth activities; and
- ☐ Other duties determined to be appropriate by the chairperson of the local board.

Youth at Risk (SWIB defined sixth barrier) – Any individual between the ages 14-21 (up to their 22nd birthday) who requires additional assistance to complete an educational program, or to secure and hold employment.

Youth who requires additional assistance to complete an educational program: A youth who is at risk of dropping out of high school as documented by his/her school OR a youth who previously

dropped out of an educational program but has returned to school OR a youth with poor attendance patterns in an educational program during the last twelve calendar months.

Youth who requires additional assistance to secure and hold employment: A high school graduate (or equivalent) who has not held a full-time job with the same employer for more than three consecutive months and lacks work readiness skills necessary to obtain and retain employment as documented by the youth objective assessment and described in case notes.

Youth at Risk of Court Involvement (*Sixth Barrier Characteristic*) – A youth who has not committed illegal acts but who has risk factors associated with the potential for delinquent behaviors; or at risk of delinquent behaviors (e.g., because of drug and alcohol abuse, parental abuse and neglect, school misconduct, and negative peer group associations) and who has come in contact with the juvenile justice system as a non-offender or as a status offender (e.g., running away from home, truancy, curfew violation and underage drinking)

Youth Who “Aged out of Foster Care” (*Sixth Barrier Characteristic*) – A youth who has “aged out” of foster care who is not yet 22 years old and exited foster care at 18, or was adopted from foster care after age 16, or is no longer in foster care.

Youth With A Disability: means the youth has a physical (motion, vision, hearing) or mental (learning or developmental) impairment which substantially limits one or more of such person's major life activities and has a record of such an impairment, or is regarded as having such an impairment. Major life activities include: Self-care, Receptive and expressive language, Learning, Mobility, Self-direction, Capacity for independent living, and Economic self-sufficiency.